

PROCEDURE 1310.18  
Issued: January 6, 1997

SUBJECT: User ID Naming Standard for Use with GroupWise Electronic Mail

APPLICATION: Executive Branch Departments and Sub-units

PURPOSE: Provide unique/standard User ID names for Groupwise E-mail users.

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SUMMARY: The standard for assigning User ID names in Groupwise is the user's last name followed by the first initial (upper case) of the first name. Example: Shannon Smythe = SmytheS

The Groupwise addressing scheme requires unique User ID names. Because the State E-mail domain has such a large number of users, it often will be necessary to use a more complex technique to insure unique User IDs. Administrators may also use the following optional techniques for assigning unique user ID names:

Unique User ID creation technique #1 - Last name followed by entire first name.  
Example: Tracy Smith = SmithTracy or SmithTra  
Trina Smith = SmithTrina or SmithTri

Unique User ID creation technique #2 - Last name followed by first initial followed by middle initial or ascending unique number.  
Example: Terry Smith = SmithTJ  
or Thomas Smith = SmithT1  
Timothy Smith = SmithT3 or SmithTim2  
Tina Smith = SmithT4

The format of the User ID field is a maximum 18 alphanumeric characters starting with the last name headed by first initial (in upper case) followed by lower case letters of the remaining letters of the last name; this followed by the first initial of the first name (in upper case) followed by lower case alphanumeric characters depending on the unique creation technique (see above) used.

Please note that the above standard for upper and lower case characters is to achieve uniform appearance of the State address book and user information files. Groupwise administration requirements are case insensitive.

It will be the responsibility of each DIT - Infrastructure Services to verify that new User IDs are unique and, if not, assign unique User IDs as shown above. The best source for checking for duplicate User IDs is the consolidated address book. Duplicates will also be automatically detected during the bi-weekly process of consolidating all individual agency address books into one State address book.

#### General Information:

- The objectives of the User ID standard are to:
  - Provide a unique identification for individuals using Groupwise E-mail.
  - Provide a consistent means for e-mail administrators to assign User IDs.
  - Provide a consistent appearance to the consolidated Groupwise address book.
  - Provide a direction toward a future global directory service.

NOTE: Since the State Groupwise E-mail system is attached (via SMTP) gateway to the Internet, the User ID becomes the local part (left of the @ sign) of the Internet E-mail address followed (right of @) by the Michigan State Government domain name. For example: The Internet E-mail address of Shannon Smythe is: `smythes@michigan.gov`

#### DIT Infrastructure Services:

The DIT Infrastructure Services must ensure that users are assigned unique Groupwise User ID names. Since a Groupwise User ID standard was issued in draft form in Fall 1994, many agencies already use the above User ID standard. OU's that have used a different User ID naming convention must begin migrating to one of the above acceptable techniques for User ID names.

#### Maintenance:

- The Network Operating Center, will provide operating units with a bi-weekly, consolidated Statewide Groupwise address book, indicating duplicate user ID names. When it becomes operational, the automated directory synchronizing software will also indicate duplicate User ID names.

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